

PINCKNEY LAW FIRM

1 Mallett Way, Suite 103, Bluffton, SC 29910
 TELEPHONE 843.368.1021 FACSIMILE 888.308.1021

DAVID K. PINCKNEY - MBA, JD, LL.M. - BANKRUPTCY
 JOHN J. PINCKNEY - MBA, JD, LL.M. - TAX

DKPINCKNEY@DKPLAW.NET
 JOHN@DKPLAW.NET

A Debt Relief Agency helping people file for relief under the Bankruptcy Code, 11 U.S.C. § 101, et seq.

CHECKLIST OF MANDATORY DOCUMENTS NECESSARY FOR YOUR CASE.

YOU **MUST** EITHER PROVIDE THE REQUESTED DOCUMENTATION AND CHECK THE “PROVIDED” BOX OR CHECK THE “NOT APPLICABLE” BOX.

HIGHLIGHTED PORTIONS ARE MANDATORY BEFORE FILING EVEN A “SKELETON PETITION” BUT BE PREPARED TO DISCUSS ALL PORTIONS EVEN IF FILING A QUICK “SKELETON PETITION”.

		IDENTIFICATION
Provided	Not Applicable	1 Copy of Driver’s License (or other government issued photo I.D.)
Provided	Not Applicable	2 Social Security Card.
		GROSS INCOME - check stubs or other evidence of GROSS INCOME FROM ALL SOURCES INCLUDING:
Provided	Not Applicable	3 EVERY Paycheck stub or other evidence of wage income FOR LAST 7 MONTHS.
Provided	Not Applicable	4 Social Security, Disability, Pension or Retirement Benefits paid FOR LAST 7 MONTHS.
Provided	Not Applicable	5 Profit/Loss Statements for <u>EACH INDIVIDUAL MONTH</u> of the LAST 7 MONTHS and Current Balance Sheet for any businesses owned.
Provided	Not Applicable	6 Regular contribution amounts from family and friends to your household expenses.
Provided	Not Applicable	7 Statements or information regarding ANY other source of income.
		FINANCIALS
Provided	Not Applicable	8 Tax returns (state and federal) FOR EACH OF THE LAST 2 YEARS and CONFIRM WHETHER YOU HAVE FILED TAX RETURNS FOR THE LAST 4 YEARS.
Provided	Not Applicable	9 Bank statements for LAST 7 MONTHS for ALL bank accounts open at any time in last six full calendar months and up to filing date. <u>Also, indicate any accounts closed in the LAST YEAR and the balance at closing.</u>
Provided	Not Applicable	10 Most recent statements for any IRA, 401(k) or retirement plan accounts.
Provided	Not Applicable	11 Most recent statement for any investment account, stocks or bonds, savings bonds.
		OTHER DEBTS
Provided	Not Applicable	12 Information regarding any Lawsuits to which you are/were a party in the last year.
Provided	Not Applicable	13 All Notices of Tax Assessments, Intent to Levy, or Tax Liens for outstanding taxes.
Provided	Not Applicable	14 Name/address of ALL companies or individuals you owe money and which are not listed on your credit report.
Provided	Not Applicable	INSURANCE
		15 List all Life Insurance policies (term or whole) AND provide most recent Statement indicating CASH SURRENDER VALUE of any policies.
Provided	Not Applicable	VEHICLES/BOATS, ETC.
		16 Contracts/Leases AND copies of Titles for ALL vehicles, boats, ATVs, planes, etc. AND indicate MILEAGE OF ALL VEHICLES.
Provided	Not Applicable	EXECUTORY CONTRACTS & UNEXPIRED LEASES
		17 Contracts/Leases copies of ALL.
Provided	Not Applicable	DIVORCE DECREE AND/OR SETTLEMENT AGREEMENT
		18 Copies of Divorce Decree, Property Settlement, Order for Child/Spousal Support.
Provided	Not Applicable	CHARITABLE CONTRIBUTIONS/DONATIONS
		19 If you make a monthly donation or tithe to your church, provide a statement.
Provided	Not Applicable	PRIOR ADDRESS(ES)
		20 List all prior addresses for LAST 3 YEARS.
Provided	Not Applicable	PAYMENTS TO CREDITORS
		21 List Names, Addresses of <u>ALL CREDITORS</u> you have paid <u>\$600 OR MORE IN TOTAL OVER THE LAST 90 DAYS</u> (indicate the total amounts and dates paid to each creditor in that 90 day period).
Provided	Not Applicable	22 List Names, Addresses of all “insider” creditors (family members, business partners, etc.) you have paid <u>ANY AMOUNT AT ALL OVER THE LAST YEAR</u> (indicate total amount paid).
Provided	Not Applicable	TRANSFERS/SALES OF ASSETS
		23 List all assets (even stocks, 401k cash outs, etc) sold or otherwise transferred IN LAST 2 YEARS. Give names/addresses of purchasers, purchase price and description of asset.
		24 List all assets worth \$5,000 or more (even stocks, 401k cash outs, etc) sold or otherwise transferred IN LAST 6 YEARS. Give names/addresses of purchasers, purchase price and description of asset.